



CITY OF ROSENBERG

VOLUNTEER POSITION DESCRIPTION



VOLUNTEER OPPORTUNITY: Filing Assistant

Department: City Manager

Location: City Hall, 2110 4th Street, Rosenberg, Texas 77471

Essential Job Functions:

- Scan documents.
- Management and archiving of paper files and electronic retention.

ADDITIONAL FUNCTIONS OF THE JOB:

- Perform other job-related functions as assigned.

Qualifications:

- Must be able to operate office machines, including personal computers and software, photocopiers, and scanners, as well as accurately record and transmit information. Demonstrate phone professionalism and courtesy with the public or City staff when gathering or communicating information, as necessary.

Skills and Abilities:

- Ability to work with extensive detail for sustained periods while maintaining a high degree of accuracy.
- Ability to read, write and communicate effectively in person or by telephone with the public.
- Ability to be entrusted with confidential information

Physical and Mental Demands:

- Stand, walk, see, hear, talk, write, walk, sit; good manual dexterity and ability to stoop, kneel or bend. There could be some light lifting and carrying, as well.
- Read, comprehend, retain, and follow oral and written instructions; effectively communicate.

Requirements:

- Minimum age: 18
- Time Commitment: Regular weekly - 4 hours – schedule negotiable

Training:

All necessary training will be provided.

Environmental Conditions:

The volunteer will work in an office environment.

How To Apply:

Complete a Volunteer Application Form and Consent form to Conduct a Criminal History Check – Visit the City's web site: www.ci.rosenberg.tx.us – or contact Volunteer Coordinator, City of Rosenberg, 2110 4th Street, Rosenberg, TX 77471 (832-595-3323) – volunteer@ci.rosenberg.tx.us

Approved 04-12-12 - KSupak